

## **2.5 Withdrawal of accreditation**

If the conditions upon which accreditation was granted are not maintained, the accredited standards developer shall be advised and requested to take corrective action. If such action is not taken within the time period designated by the ExSC, notification of the intent to withdraw accreditation shall be given, stating the conditions which require correction. The ExSC is authorized to withdraw accreditation upon thirty days written notice unless corrective action has been taken. The standards developer shall be notified of withdrawal of accreditation and a notice shall appear in *Standards Action*.

## **3 Planning and coordinating American National Standards**

### **3.1 Introduction**

ANSI's planning and coordinating activities depend on the cooperation and participation of standards developers and affected interests. Various methods are used to plan and coordinate voluntary standards activities. A considerable amount of planning and coordinating activity routinely takes place at the standards development level by the standards writing committees or their subgroups.

Where several standards developers and other interests are involved in major new, or nationally critical, areas of standardization, ANSI acts to assist the concerned interests to identify national standards needs and to generate joint plans for providing American National Standards to meet those needs. ANSI's planning and coordinating activities include identifying and assessing resources available for the development of needed standards; establishing priorities; generating voluntary, coordinated plans for standards development; minimizing duplication; avoiding the promulgation of conflicting American National Standards; and assuring opportunity for participation by all directly and materially affected interests.

### **3.2 Purpose**

Planning and coordinating activities are intended to support the development of a single consistent set of American National Standards (appropriately aligned with interna-

tional standards) in order to competently and economically address the needs for national standards on a timely basis under generally recognized principles of due process.

### **3.3 Organization**

Overall responsibility for ANSI's national and international planning and coordinating functions is assigned by the Board of Directors to the Executive Standards Council (ExSC). The ExSC delegates specific activities as opportunity and needs arise, establishing standards boards, and committees (see annex C), as appropriate.

#### **3.3.1 Standards boards**

A standards board is a standing organization within ANSI, established by and reporting to the ExSC, with planning and coordinating responsibilities on a continuing basis for a defined scope of activity, usually in an industrial sector. For its operating procedures, see clause C.1 of annex C.

#### **3.3.2 Standards planning panels**

Standards planning panels are ad hoc groups formed by the ExSC to address the needs and coordination of standards in areas not covered by standards boards or where several standards boards have an interest.

#### **3.3.3 ExSC committees**

The Executive Standards Council may establish committees as needed, to address specific and immediate planning and coordinating issues. The scope, membership, functions, and reporting mechanism of ExSC committees shall be defined by the ExSC.

#### **3.3.4 Standards advisors**

The Executive Standards Council may appoint Standards advisors in standardization fields not covered by existing standards boards, ExSC committees, or standards planning panels (see annex D).

### **3.4 Project registration**

Project registration is designed to provide a central data bank of information relative to voluntary national standards, both during development and after approval and publication. It is useful for providing direct information to all interested parties and is a key element in planning and coordination.

### 3.4.1 Data input

The ExSC, after consultation with standards developers, shall establish a mechanism to enable standards developers to provide ANSI with information with respect to their standards activities and standards publications. Such information shall be added to a data bank of standards information.

### 3.4.2 Data availability

Information from the data bank on standards and standardization projects shall be available to users for a scheduled fee to compensate for administrative costs.

### 3.4.3 Notification of standards activities

To ensure that all interested parties are made aware of new activities, ANSI will announce new standards development projects in *Standards Action*. ANSI standards boards shall be alert to possible overlap with other national and international standards activity.

### 3.4.4 Draft standards for trial use

Draft standards intended for subsequent submittal to ANSI for approval as American National Standards may be published by accredited standards developers for trial use and comment in trade or technical journals, or as separate publications for a period of up to three years. The availability of draft standards may be registered with ANSI and announced in ANSI's *Standards Action*, other appropriate media and, if practical, may be listed in ANSI's catalog.

The following statement, or equivalent, shall be included on the front cover of the draft standard:

"Publication of this draft standard for trial use and comment has been approved by (insert name of accredited standards developer). Distribution of this draft standard for comment shall not continue beyond ( ) months from the date of publication. It is expected that following this ( ) month period, this draft standard, revised as necessary, will be submitted to the American National Standards Institute for approval as an American National Standard. Suggestions for revision should be directed to ...."

## 3.5 Requests for new projects

Any direct and materially affected person may request ANSI to consider the need for development of a national consensus standard or a group of standards. Such requests shall be communicated to an appropriate standards developer and announced in *Standards Action*. As appropriate, ANSI shall take action to consider the request and any comment received to identify:

- a) views on the need for the standard(s);
- b) organizations(s) already engaged in developing the standard(s);
- c) one or more accredited standards developers interested in developing the standard(s);
- d) other directly and materially affected interests.

If warranted by the findings, ANSI shall request an appropriate accredited standards developer to develop the needed standard(s). All such actions shall be announced in *Standards Action*.

## 3.6 Coordination and harmonization

Coordination usually can be accomplished by standards developers through the implementation of one or more of the following:

- a) clear delineation of scope, purpose, and intended application of each standard;
- b) public notice of standardization activities;
- c) joint and cooperative activities of the individual organizations, including liaison representation;
- d) organization of an independent but representative body acceptable to the involved parties to coordinate standards needs and projects and to develop standards as required;
- e) liaison between national standards developers and the organization responsible for the U.S. position on corresponding international standards;
- f) use of the ANSI project registration system.

To achieve a consistent set of American National Standards and to represent the United States in non-treaty international stan-

dards activities, it is necessary for ANSI to harmonize ongoing standards activity, minimize duplication, and avoid the promulgation of conflicting American National Standards.

The ExSC and its standards boards shall be alert to duplication of national standards activities. The ExSC or its standards boards shall notify standards developers of any identified potential or existing duplication of standards developing activities and request the standards developers involved to coordinate their activities and report the results.

Potential or existing conflicts identified or brought to the attention of the ExSC or its standards boards shall be investigated and harmonization initiated, if warranted. This process usually consists of:

- a) appointing an ad hoc group to investigate and report whether harmonization is necessary. The ad hoc group reports on the purpose and application of the standards as well as the structure and issues that led to the conflict;
- b) inviting the organizations involved to develop a harmonization plan, if it is determined that harmonization is necessary. The plan may include liaisons, joint committees, ad hoc groups, or other activities;
- c) publishing the results of harmonization efforts in *Standards Action* or elsewhere, as appropriate.

## **4 Designation, publication, maintenance, and interpretation of American National Standards**

### **4.1 Designation of American National Standards**

A standard that is approved as an American National Standard shall have its cover or title page marked with an approval logo<sup>5)</sup> furnished by ANSI or the words "an American National Standard." The ANSI approval logo and the words "an American National Standard" shall not be used to identify any standard that has not received ANSI approval or been approved

by an accredited standards developer who has been granted authority to designate its standards as American National Standards. The date of approval as an American National Standard shall be included in the published standard, preferably on the cover.

Portions of the document that are not part of the American National Standard (such as forewords, prefaces, annexes, interpretations, etc.) shall be clearly identified at the beginning of each such clause, or such information shall be overprinted on the cover page.

American National Standards shall be identified by a unique alphanumeric designation in accordance with the following guidelines:

- a) a designation assigned by the standards developer and adopted by ANSI for all new, revised, and reaffirmed standards. For example: ANSI/IEEE 123-1982;
- b) the committee designation shall be used on standards developed by an Accredited Standards Committee (ASC). For example: ANSI X3.1-1982;
- c) multiple designations should be avoided. If a standard has multiple designations, an attempt shall be made by those concerned to arrive at a single designation.

### **4.2 Publication**

American National Standards shall be published and made available as soon as possible, but no later than six months after approval as an American National Standard. The standards developer shall publish the standard or shall grant the right of publication to ANSI.

If an American National Standard is not published within six months following its approval, the standards developer may request an extension of this deadline from the ExSC or its designee. Such a request shall be in writing, shall supply the reason for the delay, and shall indicate a firm final date for publication. At its discretion, the ExSC or its designee may grant an additional period of time for publication.

<sup>5)</sup>



The ExSC or its designee shall publish a notice in *Standards Action* of intent to withdraw approval if the standards developer a) fails to publish the standard or fails to grant ANSI the right to publish within six months after its approval as an American National Standard and does not request an extension of the deadline despite follow-up or b) fails to meet the extended deadline. (See 1.3.1.3.)

#### **4.3 Style of publication**

When the standards developer does not have its own style of publication it is recommended that the standard be prepared in accordance with the *ANSI Style Manual for Preparation of Proposed American National Standards*.

#### **4.4 Maintenance of American National Standards**

American National Standards shall be kept current and relevant by means of timely revision or reaffirmation. Obsolete standards shall be withdrawn. Standards developers are permitted two options – periodic maintenance or continuous maintenance – as outlined below.

##### **4.4.1 Periodic maintenance of American National Standards**

Each complete American National Standard (including supplements and addenda) shall be reaffirmed, revised, or withdrawn, in accordance with these procedures.

Four years after approval of an American National Standard, the ExSC or its designee shall notify the standards developer that action is required to reaffirm, revise, or withdraw the American National Standard by the end of the fifth year.

**4.4.1.1** In the event that an American National Standard approved by the BSR is not reaffirmed, revised, or withdrawn within five years after its approval, the standards developer shall be notified that withdrawal of approval of the American National Standard will follow unless an extension of time is requested by the standards developer within thirty days of the date of notification. Requests for extension shall demonstrate that work is under way that will lead to revision or reaffirmation. The extension may be granted by the ExSC or its designee.

If the extension is granted and the American National Standard is not reaffirmed, revised, or

withdrawn within the extension period, the ExSC or its designee shall notify the standards developer that withdrawal of approval of the American National Standard will follow unless a request for a second extension is authorized by a majority vote of the standards committee concerned or of the canvass list contacted. Second requests for extensions shall indicate the length of extension required and shall provide the program and schedule of work. The ExSC or its designee shall review such requests and may grant the extension.

No extension of time beyond ten years from the date of approval shall be granted for action on a standard.

**4.4.1.2** In the event that an American National Standard approved by a standards developer who has been granted authority to designate its standards as American National Standards is not reaffirmed, revised, or withdrawn within five years after its approval, the standards developer shall follow its own procedures to ensure that work is proceeding and shall notify the Institute and provide the estimated time of completion. In no case shall a standard maintain the American National Standards designation beyond ten years from the date of approval.

##### **4.4.2 Continuous maintenance of American National Standards**

The standard shall be maintained by an accredited standards developer. A documented program for periodic publication of revisions shall be established by the standards developer. Processing of these revisions shall be in accordance with these procedures. The published standard shall include a clear statement of the intent to consider requests for change and information on the submittal of such requests. Procedures shall be established for timely, documented consensus action on each request for change and no portion of the standard shall be excluded from the revision process. In the event that no revisions are issued for a period of four years, action to reaffirm or withdraw the standard shall be taken in accordance with 4.4.1 and 4.4.3.

##### **4.4.3 Withdrawal**

If any extension is denied, the ExSC or its designee shall inform the standards developer of the reasons for the denial. If the standards

developer fails to comply with 4.4.1, the ExSC or its designee shall recommend withdrawal of approval of the American National Standard to the Board of Standards Review.

If the standards developer publishes any revision of an American National Standard and does not submit the revision for approval as an American National Standard, the BSR shall consider withdrawal of ANSI approval of the existing American National Standard.

Notice of intent to withdraw ANSI approval shall be published in *Standards Action* and shall include the reason for withdrawal.

#### **4.5 Interpretations**

Official interpretations of American National Standards shall be made only by the accredited standards developer responsible for maintenance of that standard. ANSI shall not issue, nor shall any person have the authority to issue, an interpretation of an American National Standard in the name of the American National Standards Institute. Requests for interpretations addressed to ANSI shall be referred to the responsible standards developer.

### **5 Synchronous procedures**

When it is the desire of an Accredited Standards Developer and an Accredited Technical Advisory Group (TAG) to participate in the development of an international standard with the intention of processing the ISO or IEC standard as an American National Standard, the procedures of annex F may be used in order to ensure that the national and international review and approval processes are synchronized to the greatest extent possible.

## **6 Appeals**

### **6.1 Introduction**

The provision for appeals is important for the protection of directly and materially affected interests and of standards developers (see 1.2) and is required as a part of due process (see 1.2.5). This clause gives general criteria regarding the right to appeal, to whom appeals are made, what may be appealed, and the appeals mechanism.

## **6.2 Right to appeal**

### **6.2.1 Appeals against standards developers**

Persons who have directly and materially affected interests and who have been or will be adversely affected by any substantive or procedural action or inaction by a standards developer with regard to the development of a proposed American National Standard or the revision, reaffirmation, or withdrawal of an existing American National Standard, have the right to appeal. The burden of proof to show adverse effect shall be on the appellant. Appeals of actions shall be made within reasonable time limits; appeals of inactions may be made at any time. Appeals shall be directed to the standards developer responsible for the action or inaction in accordance with the appeals procedure of the standards developer. ANSI will not normally hear an appeal of an action or inaction by a standards developer relative to the development of an American National Standard until the appeals procedures provided by the standards developer have been completed.

### **6.2.2 Appeals against ANSI**

Persons who have directly and materially affected interests and who have been or will be adversely affected by any substantive or procedural action or inaction by ANSI have the right to appeal. Appeals of actions shall be made within reasonable time limits; appeals of inactions may be made at any time. Such appeals shall be directed to ANSI in accordance with the procedures of the appropriate ANSI board or council (e.g., Board of Standards Review, Executive Standards Council).

## **6.3 Criteria for appeals mechanism**

The following general criteria shall apply to any appeals mechanism provided pursuant to these procedures:

- a) appeals shall be addressed promptly and a decision made expeditiously;
- b) the right of the involved parties to present their cases shall not be denied;
- c) appeals procedures shall provide for participation by all parties concerned without imposing an undue burden on them;

d) consideration of appeals shall be fair and unbiased and shall fully address the concerns expressed;

e) records of appeals shall be kept and made available to the involved parties.

#### **6.4 Resolution by the American Arbitration Association**

In lieu of resolution of an appeal by the Appeals Board, a materially affected and interested party may elect to have the matter finally resolved by means of an arbitration conducted under the auspices of the American Arbitration Association in the City of New York, provided that the following conditions are met:

a) the appellant commits in writing to pay all the costs associated with the arbitration, including any fees payable to the arbitrators; and

b) the matter involves only one or more allegations that the Institute has failed to adhere to or comply with its published procedures.

Notice of an intention to elect this alternative shall be made at the time a notice of appeal is otherwise required to be filed with the Appeals Board. The determination in any such arbitration shall be binding on all parties. The decision shall be announced in *Standards Action*.

#### **7 Amendments**

Recommendations of the Executive Standards Council to the Board of Directors to amend these procedures requires a two-thirds vote of approval by letter ballot of the Council following a call for comment in *Standards Action*.

The Board of Directors may, in accordance with the ANSI Bylaws, make changes in these procedures at any time after consultation with, or upon recommendation of, the Executive Standards Council.

## Annex A

### Model procedures for an Accredited Standards Committee

#### A.1 General

These procedures meet the requirements for due process and development of consensus for approval of American National Standards as given in clause 1 of the *ANSI Procedures for the Development and Coordination of American National Standards*. A standards developer who adopts these procedures may apply for accreditation as an Accredited Standards Committee.

#### A.2 Organization of the committee

The committee shall consist of its members and secretariat. It shall have a title, scope, and an interest classification system for its members. The membership shall be sufficiently diverse to ensure reasonable balance without dominance by a single interest category.

#### A.3 Responsibilities

##### A.3.1 Committee membership

The committee members shall be responsible for:

- a) developing proposed American National Standards within the scope of the committee;
- b) voting on approval of proposed American National Standards within its scope;
- c) maintaining the standards developed by the committee in accordance with 4.4;
- d) adopting committee policy and procedures for interpretations of the standard(s) developed by the committee (see A.11.3);
- e) responding to requests for interpretations of the standard(s) developed by the committee (see A.11.3);
- f) adopting committee procedures and revisions thereof;
- g) considering and acting on proposals for termination of the committee (see clause A.10);

- h) other matters requiring committee action as provided in these procedures.

##### A.3.2 Secretariat

The secretariat shall:

- a) organize the committee (see clause A.2);
- b) apply for committee accreditation by ANSI and maintain accreditation in accordance with ANSI requirements, including submission of the committee roster;
- c) oversee the committee's compliance with these procedures;
- d) maintain a roster of the committee and a list of standards for which the committee is responsible;
- e) provide a committee secretary to perform administrative work, including secretarial services; meeting notices and arrangements; preparation and distribution of meeting agendas, minutes, ballots, and draft standards; and maintenance of adequate records;
- f) submit candidate standards approved by the committee, with supporting documentation, for ANSI review and approval as American National Standards;
- g) publish or arrange with ANSI for publication of its standards, revisions, and addenda (see 4.2 and 4.3);
- h) perform other administrative functions as required by these procedures;
- i) provide a written agreement defining explicit division of these responsibilities if composed of more than one organization (i.e., co-secretariat).

#### A.4 Officers

There shall be a chair and a vice-chair appointed by the secretariat from the individual members or representatives of the committee, subject to approval by majority vote of the committee. Each will serve until a successor is select-

ed and ready to serve. The vice-chair shall carry out the chair's duties if the chair is temporarily unable to do so. The secretary shall be appointed by the secretariat.

## **A.5 Membership**

Members of the committee shall consist of organizations (preferably national in scope), companies, government agencies, individuals, etc., having a direct and material interest in the activities of the committee. The addition or termination of members shall be subject to approval by vote of the committee after the application has been processed in accordance with A.5.1 or the membership reviewed in accordance with A.5.2.

### **A.5.1 Application**

A request for membership shall be addressed to the secretariat, shall indicate the applicant's direct and material interest in the committee's work and qualifications and willingness to participate actively, and, if the applicant is an organization, company, or government agency, shall identify a representative (and an alternate, if desired).

#### **A.5.1.1 Recommendation**

*In recommending appropriate action to the committee on applications for membership, the secretariat shall consider the:*

- a) need for active participation by each interest;
- b) potential for dominance by a single interest category;
- c) extent of interest expressed by the applicant and the applicant's willingness to participate actively;
- d) representative identified by the applicant organization, company, or government agency.

The secretariat may consider reasonable limits on committee size.

#### **A.5.1.2 Diverse interests**

If distinct divisions of an organization can demonstrate independent interests and authority to make independent decisions in the area of the activity of the committee, each may apply for membership.

### **A.5.1.3 Combined interest**

When appropriate, the secretariat may recommend that the applicant seek representation through an organization that is already a member and represents the same or similar interest.

### **A.5.2 Review of membership**

The secretariat shall review the membership list annually with respect to the criteria of clause A.5. Members are expected to fulfill obligations of active participation. Where a member is found in habitual default of these obligations, the secretariat shall direct the matter to the committee for appropriate action, which may include termination of membership.

### **A.5.3 Observers and individual experts**

Individuals and organizations, having an interest in the committee's work may request listing as observers. The committee may also select individual experts to assist it. Individual experts shall serve for a renewable term of one year and shall be subject to approval by vote of the committee upon recommendation by the chair and the secretariat. Observers and individual experts shall be advised of the committee activities, may attend meetings, and may submit comments for consideration, but shall have no vote.

### **A.5.4 Interest categories**

All appropriate interests that might be directly and materially affected by the standards activity of the committee shall have the opportunity for fair and equitable participation without dominance by any single interest. Each member shall propose its own interest category as appropriate and in accordance with the committee's established categories. (See 1.2.2 and 1.2.3.)

The interest categories shall be established or revised by a vote of the committee upon recommendation by the secretariat. The rationale for the selection of categories shall be included in the committee ballot and submitted to ANSI as part of the accreditation requirements.



### **A.5.5 Membership roster**

The secretariat shall maintain a current and accurate committee roster and shall distribute it to the members and their committee representatives at least annually, and otherwise on request.

The roster shall include the following:

- a) *Title of the committee and its designation;*
- b) *Scope of the committee;*
- c) *Secretariat:* Name of organization, name of secretary, and address(es);
- d) *Officers:* Chair and vice-chair;
- e) *Members:* Name of organization or agency, its representative and alternate (as applicable), addresses, and business affiliations; or name, address, and business affiliation of individual member(s);
- f) *Classification of each member;*
- g) *Tally of classifications:* Total of voting members and subtotals for each interest category;
- h) *For each subgroup:* Title, chair, and names and addresses of all members.

### **A.6 Subgroups created by the committee**

When one or more subgroups (subcommittees, working groups, technical subcommittees, writing groups, etc.) are formed to expedite the work of the committee, their formation (and later disbandment) requires approval by a majority vote of the committee and appropriate public notice. The scope and duties delegated to the subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval. The charge to the subgroup shall clearly state whether:

- a) the subgroup is responsible for the definitive content of one or more standards and for responding to views and objections thereon. Such subgroups shall maintain a membership roster in accordance with A.5.5(a) through A.5.5(g) and shall comply with the provisions in A.5.4, A.7.1, and clause A.8 as applied to voting on the standard(s); or

- b) the subgroup is responsible for assisting the committee (e.g., drafting all or a portion of a standard, drafting responses to comments, drafting positions on international standards, or other purely advisory functions).

### **A.6.1 Chairperson and members of subgroups**

The chair and members of a subgroup shall be appointed by the chair of the committee and confirmed by the committee. The scope, duties, and membership of all subgroups shall be reviewed by the committee annually. The officers and members of a subgroup need not be members of the committee.

### **A.6.2 Approval of standards**

Draft standards and any substantive change (see 1.2.9) in the content of a standard proposed by a subgroup shall be referred to the committee for approval.

### **A.7 Meetings**

Committee meetings shall be held, as decided upon by the committee, the chair, the secretariat, or by petition of five or more members, to conduct business, such as making assignments, receiving reports of work, considering draft standards, resolving differences among subgroups, and considering views and objections from any source. Meetings of subgroups may be held as decided upon by the members or chair of the subgroup.

### **A.7.1 Open meetings**

Meetings of the committee shall be open to all members and others having a direct and material interest. At least four weeks' notice of regularly scheduled meetings shall be given by the secretariat in ANSI's *Standards Action*; or in other media designed to reach directly and materially affected interests; or in both. The notice shall describe the purpose of the meeting and shall identify a readily available source for further information. An agenda shall be available and shall be distributed in advance of the meeting to members and to others expressing interest. The secretariat may optionally maintain a permanent mailing list of other interests.

### **A.7.2 Quorum**

A majority of the members of the committee shall constitute a quorum for conducting business at a meeting. If a quorum is not present, actions may be taken subject to confirmation by letter ballot.

## **A.8 Voting**

### **A.8.1 Vote**

Each member shall vote one of the following positions:

- a) Affirmative;
- b) Affirmative, with comment;
- c) Negative, with reasons (the reasons for a negative vote shall be given and if possible should include specific wording or actions that would resolve the objection);
- d) Abstain, with reasons.

#### **A.8.1.1 Vote of alternate**

An alternate's vote is counted only if the principal representative fails to vote.

#### **A.8.1.2 Single vote**

Generally no representative shall have more than one vote. However, if two or more organizations appoint the same individual to represent each of them, that individual may cast a separate vote for each organization represented. The organizations shall confirm in writing to the secretariat that they are aware of and will accept the results. Additionally, representation of more than one organization by the same individual shall require approval by a majority of the committee, excluding the vote of that individual.

#### **A.8.1.3 Voting period**

The voting period for letter ballots shall end six weeks from the date of issue or as soon as all ballots are returned, whichever comes earlier. An extension may be granted at the chair's option, when warranted.

A follow-up letter requesting immediate return of the ballot shall be sent, as appropriate, to members and alternate members whose votes have not been received within ten working days before the ballot closes.

### **A.8.2 Actions requiring approval by a majority**

The following actions require approval by a majority of the membership of the committee either at a meeting or by letter ballot:

- a) confirmation of officers appointed by the secretariat;
- b) formation of a subgroup, including its procedures, scope, and duties;
- c) disbandment of subgroups;
- d) addition of new committee members and designation of their interest categories;
- e) approval of withdrawal of an existing standard.

The following actions, by committee vote at a meeting, require approval by a majority of the members present:

- a) approval of minutes;
- b) authorization of a letter ballot.

### **A.8.3 Actions requiring approval by two-thirds of those voting**

The following actions require a letter ballot or an equivalent formal recorded vote with approval by at least a majority of the membership and at least two-thirds of those voting, excluding abstentions:

- a) adoption of committee procedures, interest categories, or revisions thereof;
- b) approval of a new standard or reaffirmation of an existing one;
- c) approval of revision or addendum to part or all of a standard;
- d) approval of change of committee scope;
- e) approval of termination of the committee.

### **A.8.4 Authorization of letter ballots**

A letter ballot may be authorized by any of the following:

- a) majority vote of those present at a committee meeting;
- b) the chair;
- c) the executive committee (if one exists);
- d) the secretariat;

- e) petition of five or more members of the committee.

#### **A.8.5 Other review**

Proposals for new American National Standards or reaffirmation, revision, or withdrawal of existing American National Standards shall be transmitted to ANSI for listing in *Standards Action* for comment.

The secretariat shall determine whether listing of proposed standards actions shall be concurrent with the final committee letter ballot and whether announcement in other suitable media is appropriate. The secretariat shall transmit a copy of the proposed new, revised, or reaffirmed standard to the administrator(s) of the appropriate USA Technical Advisory Group(s) at the same time.

Views and objections resulting from the above shall be dealt with in accordance with A.8.6. Any substantive change (see 1.2.9) made in the proposed American National Standard shall be relisted in accordance with A.8.6.

#### **A.8.6 Disposition of views and objections**

When the balloting has been closed, the secretary shall forward the ballot tally to the chair of the committee or, if appropriate, of the subgroup; the chair shall determine whether the expressed views and objections shall be considered by correspondence or at a meeting.

Prompt consideration shall be given to the expressed views and objections of all participants, including those commenting on the listing in *Standards Action*. An effort to resolve all expressed objections shall be made, and each objector shall be advised of the disposition of the objection and the reasons therefor. In addition, each objector shall be informed that an appeals process exists within procedures used by the standards developer.

Substantive changes (see 1.2.9) required to resolve objections, and unresolved objections, shall be reported to the committee members in order to afford all members an opportunity to respond to them or to reaffirm or change their votes within four weeks.

When the above process is completed, in accordance with procedures of the standards developers, the standards developer may consider any comments received subsequent to

the closing of the public review and comment period, or shall consider them at the next review.

#### **A.8.7 Report of final result**

The final result of the voting shall be reported, by interest categories, to the committee.

### **A.9 Submittal of standard**

#### **A.9.1 Submission process**

Upon completion of the procedures for voting, disposition of views and objections, and appeals, the proposed standard shall be submitted to ANSI by the secretariat. If the secretariat does not submit the proposal to ANSI within a reasonable period of time, any member(s) of the committee may make the submittal.

#### **A.9.2 Information submitted**

The information supplied to ANSI shall include:

- a) title and designation of the proposed American National Standard;
- b) indication of the type of action requested (that is, approval of a new American National Standard or reaffirmation, revision, or withdrawal of an existing one);
- c) two copies of the final proposed American National Standard;
- d) a declaration that the accredited procedures were followed;
- e) a declaration that the proposed standard is within the scope of the committee;
- f) a declaration that there are no identified significant conflicts with another known American National Standard;
- g) a declaration that other known national standards have been examined with regard to harmonization and duplication of content;
- h) a statement that the proposed American National Standard has been provided to the administrator(s) of the appropriate USA Technical Advisory Group(s) (see 1.2.8);
- i) a declaration that all appeal actions related to approval of the proposed standard have been completed;

- j) a summary of the voting, including abstentions and unreturned ballots in each interest category;
- k) identification of all unresolved negative views and objections, names of the objector(s), and a report of attempts toward resolution;
- l) a roster of the committee and applicable subgroups at the time of committee ballot.

## **A.10 Termination of committee**

A proposal to terminate an Accredited Standards Committee may be made by a directly and materially affected interest. The proposal shall be submitted in writing to the secretariat and to ANSI and shall include at least the following:

- a) reasons why the committee should be terminated;
- b) the name(s) of the organization(s) that will assume responsibility for maintenance of any existing American National Standard(s) that are the responsibility of the committee.

If it appears, after review by ANSI and discussion among the proponent of the action, the secretariat, and the ExSC or its designee, that the desired objectives can best be reached by termination, the proposal and supporting documentation shall be submitted to the committee with a letter ballot to terminate the committee and transfer responsibility, as appropriate, for the affected standards. Concurrently, the proposal shall be announced for comment in *Standards Action*.

## **A.11 Communications**

Correspondence of committee officers should be on "committee correspondence" letterhead.

### **A.11.1 Formal internal communication**

If correspondence between subcommittees or between working groups of different subcommittees involves issues or decisions (i.e., non-routine matters) affecting other subcommittees, copies shall be sent to all affected subcommittee chairs, the secretariat, and the committee officers.

### **A.11.2 External communication**

Inquiries relating to the committee should be directed to the secretariat, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the secretariat.

### **A.11.3 Requests for interpretation of standards**

Written inquiries requesting interpretation of the committee's approved American National Standards shall be responded to in accordance with the policy of the committee (see A.3.1(d)). Revisions to the standard resulting from requests for interpretations shall be processed in accordance with these procedures.

## **A.12 Appeals**

Persons who have directly and materially affected interests and who have been or will be adversely affected by a standard within the committee's jurisdiction, or by the lack thereof, shall have the right to appeal substantive or procedural actions or inactions of the committee or the secretariat.

### **A.12.1 Complaint**

The appellant shall file a written complaint with the secretariat within thirty days after the date of notification of action or at any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the clause(s) of these procedures or the standard that are at issue, actions or inactions that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

### **A.12.2 Response**

Within thirty days after receipt of the complaint, the respondent (chair or secretariat representative) shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.

### **A.12.3 Hearing**

If the appellant and the respondent are unable to resolve the written complaint informally in a

manner consistent with these procedures, the secretariat shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least ten working days notice.

#### **A.12.4 Appeals panel**

The appeals panel shall consist of three individuals who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the dispute. At least two members shall be acceptable to the appellant and at least two shall be acceptable to the respondent. Where the parties to the appeal cannot agree on an appeals panel within a reasonable amount of time, the matter may be referred to the Executive Standards Council or its designee, which shall appoint members of the appeals panel.

#### **A.12.5 Conduct of the hearing**

The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The respondent has the burden of demonstrating that the committee and the secretariat took all actions in compliance with these procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals. *Robert's Rules of Order* (latest edition) shall apply to questions of parliamentary procedure for the hearing not covered herein.

#### **A.12.6 Decision**

The appeals panel shall render its decision in writing within thirty days, stating findings of fact and conclusions, with reasons therefor, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision:

- a) Finding for the appellant, remanding the action to the committee or the secretariat with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
- b) Finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections;
- c) Finding that new, substantive evidence has been introduced, and remanding the entire action to the committee or the secretariat for appropriate reconsideration.

#### **A.12.7 Further appeal**

If the appellant gives notice that further appeal to ANSI is intended, a full record of the complaint, response, hearing, and decision shall be submitted by the secretariat to ANSI.

#### **A.13 Parliamentary procedures**

On questions of parliamentary procedure not covered in these procedures, *Robert's Rules of Order* (latest edition) may be used to expedite due process.

## Annex B

### Procedures for canvass by an accredited sponsor

#### B.1 General

These procedures constitute the canvass method of developing evidence of consensus for the approval, reaffirmation, revision, or withdrawal of American National Standards. A standards developer who adopts these procedures may apply for accreditation as a sponsor under the canvass method. In addition to complying with the requirements for accreditation, the sponsor shall:

- a) develop a canvass list in accordance with clause B.2;
- b) have the canvass list reviewed by ANSI in accordance with clause B.3;
- c) conduct the canvass in accordance with clause B.4;
- d) attempt to resolve expressed views and objections in accordance with clause B.5;
- e) report the results of clause B.2 through B.5 to ANSI in accordance with clause B.6.

#### B.2 Development of canvass list

**B.2.1** The sponsor shall develop a list of potential canvasees consisting of those persons (organizations, companies, government agencies, individuals, etc.) known to be, or who have indicated that they are, directly and materially affected by the standard, without dominance by any single interest category (see 1.2.3). The list should consist primarily of organizations and associations and shall include standards developers known to be developing standards in a similar field. No individual shall represent more than one canvasee.

**B.2.2** In order to determine if potential canvasees are interested in participating, the sponsor should conduct a pre-canvass interest survey, in which the sponsor informs the potential canvasees in writing about the use of the canvass method for developing evidence of consensus, and, if the potential canvasees

are interested in participating, obtains an appropriate interest category classification. The sponsor's letter should contain the title, designation, scope, description of the standard along with the history of its development, purpose and intended application of the standard, and an explanation of the ANSI function. The time for response shall be at least one month from the date of the sponsor's letter and shall be so noted in the letter. After having inquired whether the potential canvasees are interested, the sponsor shall send ANSI a copy of the letter, the list of potential canvasees contacted, and the proposed canvass list. All those who have agreed to participate shall be included on the canvass list, together with their agreed-upon interest categories. No interest category shall dominate the canvass list, in accordance with 1.2.2.

Once an interest survey has been completed for a standard, it need not be repeated for subsequent balloting of the document. In addition, the sponsor may conduct a single interest survey for a group or category of standards. A canvasee who has indicated a desire to be on the sponsor's canvass list for a particular category or categories of standards need only receive the draft document(s), letter ballot(s), and all appropriate information required in B.4.2.

#### B.3 Review of list of potential canvasees

**B.3.1** Upon receipt of the sponsor's list of potential canvasees, ANSI shall announce the canvass in *Standards Action* with a call for comment to elicit additional canvasees not previously contacted.

The review period shall be thirty days from the date of publication. Any resulting proposals for addition to the canvass list shall be referred directly to the sponsor.

**B.3.2** Concurrently, the list of potential canvasees shall be submitted to the Executive

Standards Council or its designee for review. Included with the potential canvass list shall be a rationale for the terms used to define the interest category of each potential canvasee. Within thirty days, the sponsor shall be notified whether or not additional potential canvasees should be solicited for the canvass list. The sponsor shall document the disposition of all suggested additions to the canvass list resulting from this review, and provide this documentation to the body making the original recommendation with a copy to the BSR.

#### **B.4 Conduct of canvass**

**B.4.1** The sponsor may begin to conduct the canvass at any time after submittal of the list of potential canvasees to ANSI, but canvasees subsequently added to the canvass list shall have the same amount of time to respond as do the other canvasees.

**B.4.2** The sponsor shall transmit (unless previously supplied in a pre-canvass interest survey) at least the following information to all canvasees:

- a) the purpose and intended application of the standard;
- b) a brief history and explanation of how the standard was developed;
- c) an explanation of ANSI's function and the use of the canvass method in the voluntary consensus standards system for the purpose of seeking ANSI approval;
- d) a copy of the canvass list, consisting of the name of each canvasee, name and affiliation of contact, address, and category of interest;
- e) a copy of the complete proposed American National Standard or the relevant portion under consideration when the canvasee has previously received the complete standard;
- f) a letter ballot.

Upon request, the sponsor shall provide to the canvasee a reasonable number of copies of the document being considered, to allow for a speedy determination of position by the canvasee. Should the document contain material that is not to be considered for approval as an

American National Standard, such as an introduction or annex, a clear statement shall be included indicating those portions of the standard that are to be considered for approval by ANSI.

The ballot form used by the sponsor shall provide opportunity for the canvasee to indicate its position (i.e., approval, objection (with reasons), abstention (with comment), or nonparticipation, with the advice that, in order to receive consideration, objections must be accompanied by supporting written reasons and, where possible, proposals for a solution to the problem raised. At least one follow-up shall be sent to canvasees not responding. The canvass ballot may be closed at the end of three months, or sooner if all canvasees have responded. An extension of up to three months shall be granted upon request from any canvasee giving a legitimate reason.

Those not on the canvass list who have a direct and material interest in the standard have an opportunity to participate in the review of the standard during the public review process, announced in *Standards Action*.

**B.4.3** Approval of a new standard, revision or reaffirmation of an existing standard, or an addendum to part of all or all of an existing standard shall require approval by at least a majority of the canvass list and at least two-thirds of those voting, excluding abstentions.

**B.4.4** Proposals for new American National Standards and proposals to revise, reaffirm, or withdraw existing American National Standards shall also be transmitted to ANSI for listing in *Standards Action* for comment. The sponsor shall determine whether such listing shall be concurrent with the canvass and whether announcement of the proposed action in other suitable media is appropriate. The sponsor shall transmit a copy of the proposed new, revised, or reaffirmed standard to the administrator(s) of the appropriate USA Technical Advisory Group(s) at the same time.

**B.4.5** Views and objections resulting from the canvass (B.4.2 and B.4.3) shall be dealt with in accordance with clause B.5.

## **B.5 Disposition of views and objections**

Prompt consideration shall be given to the expressed views and objections of all participants including those commenting on the listing in *Standards Action*. An effort to resolve all expressed objections shall be made, and each objector shall be advised in writing of the disposition of the objection and the reasons therefor. In addition each objector shall be informed that an appeals process exists within procedures used by the standards developer.

Unresolved objections and any substantive change (see annex G) made in a proposed American National Standard shall be reported to the canvass list in order to afford all canvassees an opportunity to respond, reaffirm, or change their positions within four weeks. Substantive changes made in a proposed American National Standard shall be listed in *Standards Action* in accordance with 1.2.6.

When the above process is completed, in accordance with written procedures of the standards developer, the standards developer may consider any comments received subsequent to the closing of the public review and comment period, or shall consider them at the next review.

## **B.6 Submittal of standard**

Upon completion of the procedures for canvass, for disposition of views and objections, and for appeals, the proposed standard may be submitted to ANSI for approval.

The information to be supplied to ANSI shall include:

- a) title and designation of the proposed American National Standard;
- b) indication of the type of action requested (that is, approval of a new American National Standard or reaffirmation, revision, or withdrawal of an existing American National Standard);
- c) two copies of the final proposed American National Standard;
- d) a declaration that the canvass procedures were followed;

e) a declaration that the proposed standard is within the scope of previously registered standards activity;

f) a declaration that there are no identified significant conflicts with another known American National Standard;

g) a declaration that other known national standards have been examined with regard to harmonization and duplication of content;

h) a statement that the proposed American National Standard has been provided to the administrator(s) of the appropriate USA Technical Advisory Group(s) (see annex E);

i) a declaration that all appeal actions related to the approval of the proposed standard have been completed;

j) a summary of the solicitations and the final positions of the participants in each interest category;

k) identification of all unresolved views and objections, identification of the objectors, and a report of attempts toward resolution;

l) the canvass list;

m) documentation of the disposition of all suggested additions to the canvass list.

## **B.7 Appeals**

Persons who have directly and materially affected interests, and who have been or will be adversely affected by a standard being canvassed or by the lack thereof, shall have the right to appeal any substantive or procedural actions or inactions of the sponsor.

The sponsor shall submit its written appeals mechanism to ANSI in applying for and continuance of its accreditation. The sponsor may choose to adopt clause A.12 of these procedures in its entirety in order to provide for the equitable process of appeals, and shall so inform the Executive Standards Council.

The sponsor shall provide or arrange for an impartial appeals body composed of at least three individuals knowledgeable as to the policy or other concerns related to the appeal. Such individuals must not have demonstrably real or apparent conflicts of interest with the subject of the appeal or the person filing the appeal.



The appeal must be filed in writing with the sponsor and a copy sent to ANSI. A summary of the nature of the appeal, and the decision and rationale thereof, shall be reported to the canvass list and ANSI.

Standards shall be responded to in accordance with the policy of the sponsor (see 2.2.3). Revisions to the standard resulting from requests for interpretations shall be processed in accordance with these procedures.

#### **B.8 Requests for interpretation of standards**

Written inquiries requesting interpretation of the sponsor's approved American National

## Annex C

### Standards boards, standards planning panels, and ExSC committees

#### C.1 Standards boards

A standards board is a standing organization within ANSI having planning and coordination responsibilities on a continuing basis for a defined scope of, under the purview of, and advisory to, the Executive Standards Council (ExSC).

##### C.1.1 Establishment of standards boards

Standards boards are established by and operate within a scope assigned by the ExSC. Every effort will be made to minimize the number of standards boards.

The establishment of a standards board may be requested by any directly and materially affected person. Notice of the request to form a board shall be published in *Standards Action* with a call for comment. The ExSC shall consider the request and the comments received and, based on the following, shall determine whether a standards board should be established:

- a) need for the proposed standards board;
- b) relationship to existing planning and coordination activities;
- c) scope of the proposed area of activity;
- d) extent of standardization activities, current and anticipated;
- e) interest and willingness of concerned interests to participate in and cooperate with the standards board.

Each standards board should be of such size and scope as to promote prompt attention to and coordination of standards development programs. Notice of the establishment of a new standards board shall be published in *Standards Action* with advice that requests for membership be directed to the ExSC.

##### C.1.2 Scope

The scope of a standards board and any modification of it recommended by the board itself shall be submitted to the ExSC for approval.

#### C.1.3 Functions

In addition to those responsibilities identified elsewhere in these procedures, in the *ANSI Procedures for U.S. Participation in the International Standards Activities of the ISO (ANSI International Procedures)*, and the activities delegated to it by the ExSC, each standards board shall have the following responsibilities within the scope assigned to it by the Executive Standards Council:

- a) establish overall planning and coordination responsibilities regarding both national and international standards activities;
- b) establish and maintain mechanisms to ensure familiarity with the ongoing standards activities of the ISO and IEC and for effective coordination of domestic and international activities, the establishing of appropriate liaisons with U.S. Technical Advisory Groups for ISO TCs and SCs of interest, with the U.S. National Committee (USNC) Executive Committee, and with related U.S. Technical Advisors and U.S. Technical Advisory Groups for IEC TCs and SCs of interest;
- c) develop and maintain status reports of on-going standardization activities and notify appropriate standards developers, and cognizant U.S. ISO and IEC interests of existing potential conflicts and overlapping activities;
- d) contribute to and utilize its portion of ANSI's project registration activity;
- e) plan standards activities to ensure that the need for standards (including regulatory standards) are identified and addressed through the voluntary system;
- f) stimulate the work of standards developers so that such work is completed expeditiously and is timely and adequate;
- g) encourage all organizations engaged in U.S. standards-writing activities to obtain ANSI accreditation and to operate within the American National Standards system;

h) review the standards activity of applicants for accreditation and the initiation of new standards activities by accredited standards developers;

i) review the relevant qualifications of applicants for accreditation as ISO U.S. Technical Advisory Group Administrators, recommend approval to the ExSC of TAG Administrators and membership lists for ISO U.S. Technical Advisory Groups and recommend the U.S. TAG to the ExSC for accreditation. Review the relevant qualifications of applicants for IEC U.S. Technical Advisory Group Administrators and, where appropriate, recommend TAG Administrator assignment for IEC Technical Advisory Groups to the USNC/IEC Executive Committee;

j) recommend to the cognizant authority, the addition of directly or materially affected interests to the Technical Advisory Group rosters for ISO and IEC TAGs;

k) encourage resolution of conflicts and coordination with the goal of achieving a single consistent set of American National Standards harmonized as much as possible with the corresponding international standards. Report coordination problems to ExSC;

l) review canvass lists for candidate American National Standards, and recommend the addition of directly and materially affected interests not already participating;

m) in accordance with clause 4 of the *ANSI Procedures* approve requests for extensions and recommend the withdrawal of standards;

n) advise other ANSI boards, councils and committees, as necessary, on national and international voluntary standards policies, procedures, and issues, and coordinate areas of mutual concern;

o) consider suggestions regarding *ANSI Procedures for the Development and Coordination of American National Standards* and transmit them, with recommendations, to the ExSC;

p) recommend to the cognizant authority the formation of the appropriate mechanism to allow for U.S. involvement in the work of the relevant ISO or IEC Technical Committee or Subcommittee, or both;

q) submit recommendations to the appropriate standards developer or ANSI body (e.g., ExSC, IAC, BSR) concerning coordination of national and international standards activities; compliance with *ANSI Procedures* and the *ANSI International Procedures* or other relevant actions.

A standards board shall not itself develop standards, establish standards developing committees, nor serve as secretariat for an Accredited Standards Committee. Standards boards do not have authority over the activities of Accredited Standards Developers and serve in a purely advisory capacity.

#### **C.1.4 Organization**

Each standards board shall consist of a chair, one or more vice-chairs, a secretary, and members.

##### **C.1.4.1 Term of office**

The initial chair and one or more vice-chairs of the standards board shall be appointed by the ExSC for a one-year term; thereafter, they shall be elected by the standards board from the membership for two-year terms. The chair and any vice-chairs may serve for a total of two consecutive two-year terms. The secretary shall be a member of the ANSI staff and shall have no vote.

##### **C.1.4.2 Nominations and elections**

Not later than September 1 of alternate years, the chair of each standards board shall appoint a nominating committee of not less than three members from among the voting membership of the board for the purpose of nominating, from the voting membership, candidates for officers for the following calendar year. The nominating committee shall report to the secretary of the standards board by October 1. The secretary shall notify the standards board of the nominating committee's report and shall indicate that five or more voting members may make additional nominations from the voting membership of the board for submittal to the secretary by November 10 of the same year. The secretary of the board shall mail to each voting member a ballot containing the names of all candidates, those submitted by the nominating committee being so indicated. The candidates receiving a plurality of the votes cast shall be declared elected.

#### **C.1.4.3 Membership**

Membership on standards boards shall consist of persons (organizations, companies, government agencies, individuals, etc.) directly and materially affected by the activities of the board and shall (except by special action) be members of ANSI.

Such persons may include:

- a) accredited standards developers having standards activities within the scope of the standards board;
- b) standards users such as regulatory agencies, organizations, and companies;
- c) individuals;
- d) other interests, as needed;
- e) liaison with other ANSI boards, councils, and committees.

There shall be no dominance by any single interest category. All members are subject to approval by the ExSC upon recommendation by the standards board.

Members (other than individuals) shall designate a representative, and may designate alternates where necessary, who shall serve at the discretion of the member, subject to replacement at any time. Each member shall have one vote that shall be cast by the representative or, in the absence of the principal representative, by the alternate. No individual shall represent more than one member. The standards board membership list (including the scope, officers, members, and names and affiliations of representatives and alternates) shall be transmitted to the ExSC annually.

#### **C.1.4.4 Observers<sup>6)</sup>**

Organizations, governmental bodies, companies, and individuals may apply to the Executive Standards Council for acceptance as observer members of a standards board. Observers shall be kept advised of the activities of the board, may attend meetings, and may offer advice and guidance. Observers shall have no vote.

#### **C.1.4.5 Subgroups**

Standards boards may organize subgroups as necessary. The scope, membership, functions, and reporting mechanism of subgroups shall be defined by the standards boards. The chair and vice-chair of the standards board shall be chair and vice-chair of the board's executive committee, if one exists.

#### **C.1.5 Meetings**

Standards boards shall meet at least once a year and may meet more often at the discretion of the chair or upon petition by five or more members.

Notice of the time and place of each meeting and an agenda of the principal items to be considered shall be distributed to the members, representatives, and alternates at least four weeks in advance of any meeting. Final action shall not be taken at any meetings on matters not specified in the agenda. Proposed action on new business may be submitted to letter ballot of the entire board by approval of a majority of those present at the meeting.

The presence of at least half the voting members on the board shall constitute a quorum at meetings.

##### **C.1.5.1 Voting at meetings**

The board shall act by a majority vote of the members present or represented at any meeting at which a quorum is present, provided that the vote favoring action is not less than 33% of the total board membership. In the absence of a quorum or approval by at least 33% of total board membership, proposed actions may be submitted to letter ballot of the entire board by approval of a majority of those present.

##### **C.1.5.2 Minutes**

The secretary of the standards board shall prepare minutes of standards board meetings. Subject to approval by the standards board, the minutes shall stand as official records of the actions taken at meetings. The minutes shall be distributed to the standards board members, the ExSC, observers, others attending the meetings, and, upon request, to other interested persons.

<sup>6)</sup> Contact ANSI for fee schedule.

### **C.1.6 Letter ballots**

The standards board by majority vote at a meeting (C.1.5.1), or the chair of the standards board may authorize letter ballots. The chair shall authorize a letter ballot on the request of five or more board members.

All members or representatives shall exercise their voting privileges within prescribed time limits. The results of all letter ballots shall remain confidential to the officers of the standards board until the ballot has been closed.

Letter ballots shall be closed one month following the date of issue, unless an extension is authorized by the chair. When the ballot has been closed, the secretary shall forward the ballot tally to the chair, who shall determine whether consideration of any view or objection shall be by telephone, correspondence, or at a meeting. If the Chairperson determines that the ballot shall be discussed at a meeting, the ballot results, including any objections and other relevant information, shall be provided to the standards board. All views and objections accompanying votes shall be carefully considered, resolution attempted, and final disposition of the ballot taken at the meeting. If resolution is to be considered by correspondence, all views and objections accompanying votes, as well as all attempts toward resolution, shall be provided to the standards board in the form of a 14-day recirculation ballot. This ballot shall provide all members with an opportunity to change their original votes based on the ballot results. If comments or objections are to be considered by telephone, any agreements or changes in votes are to be documented in writing by the commenter. The final ballot results shall be reported to all concerned.

Action by letter ballot requires approval by at least two-thirds of those returning ballots, excluding abstentions, and must represent at least a majority of the board.

When a member fails repeatedly to return ballots by the ballot due date, the member shall be advised and questioned relative to continued participation on the standards board. The ExSC shall take appropriate action on cases referred to it by a standards board.

### **C.1.7 Reports to the Executive Standards Council**

By March 1, each standards board shall submit to the ExSC a list of current officers and members and an annual report summarizing its activities for the previous year. The annual report shall review the activity and projects of standards developers whose standards fall within the scope of the standards board and shall include plans of the standards board for the next twelve months with particular attention to the standards requiring action because of their five-year review status.

### **C.1.8 Dissolution of standards boards**

The ExSC may disband a standards board on its own initiative or upon request from the standards board.

## **C.2 Standards planning panels**

Standards planning panels are ad hoc groups formed by the ExSC to address the needs and coordination of standards in areas not covered by standards boards or where several standards boards have an interest.

### **C.2.1 Establishment of ANSI standards planning panels**

The Executive Standards Council shall be responsible for the establishment of standards planning panels (SPP). ExSC consideration of the establishment of an SPP shall be based on the proposed title, scope and purpose of the proposed SPP and its need vis-à-vis standards boards or other ExSC committees. It shall also include an evaluation of the necessity of establishing such a panel, based in part on the reaction of concerned interests, the national needs, coordination with other activities, and the resources and priorities of ANSI and its members. A standards planning panel shall be established for a two-year term, renewable upon demonstration of sufficient need.

### **C.2.2 Organization of a standards planning panel**

Following the ExSC authorization for the establishment of a standards planning panel with its initial title, scope, purpose, length of time within which to complete the identified

purpose, and proposed membership, the ExSC shall announce its intent to form an SPP in ANSI's *Standards Action*. The ExSC shall appoint the members on the basis of their ability to make a major contribution to the functions of the panel. Requests for new membership shall be referred to the ExSC. The ExSC shall appoint the initial chair of the SPP (1-year term) and the SPP itself shall thereafter elect from its members the subsequent chairpeople (1-year terms) by majority vote. The secretary shall be assigned from ANSI staff and shall have no vote.

### **C.2.3 Functions of a standards planning panel**

A standards planning panel shall not itself write standards but shall (within its scope and purpose):

- a) define the problem(s);
- b) determine whether standards can solve or help solve the problem(s);
- c) identify the subject and scope of needed standards;
- d) determine priorities for the development of needed standards;
- e) determine whether standards projects are already underway covering the scope of needed standards;
- f) coordinate the actions of standards developing organizations undertaking such projects;
- g) develop a schedule for the timely development and promulgation of needed standards.

The ExSC shall disband a standards planning panel upon completion of its task.

### **C.2.4 Actions of a standards planning panel**

Actions of a standards planning panel shall be by majority vote of the full membership. Actions or inactions may be appealed to the Executive Standards Council.

### **C.2.5 Reports**

A standards planning panel will report to the Executive Standards Council at least annually

or upon request from the ExSC. This report may include a request for the SPP to remain in existence for an additional two year term, upon demonstration of sufficient need. When a standards planning panel disbands, a final report shall be submitted to the ExSC. This report should summarize the accomplishments of the standards planning panel and make recommendations relative to the disposition of any additional work identified.

## **C.3 ExSC committees**

The Executive Standards Council may establish committees as needed to address specific and immediate planning and coordinating issues. The scope, membership, functions, and reporting mechanism of ExSC committees shall be defined by the ExSC.

The chair of the ExSC shall appoint the committee chair and members, with the approval of the ExSC.

### **C.3.1 Functions**

An ExSC committee shall function within the scope and purpose assigned by the Executive Standards Council.

### **C.3.2 Notification**

Notice of the creation of an ExSC committee shall appear in *Standards Action* for comment.

## **C.4 Appeals**

Persons who have directly and materially affected interests and who have been or will be adversely affected by any substantive or procedural action or inaction by a standards board, standards planning panel or ExSC committee have the right to appeal to the ExSC within thirty days following notification of specific action, or at any time with respect to inaction.

The appeal shall be in writing and shall include a statement as to why the action should be modified or taken. The ExSC shall hear the appeal at its earliest practicable meeting after the date of request for appeal. The appellant and others concerned shall be notified of the hearing at least fifteen working days in advance of the date set for hearing the appeal.

The ExSC having heard an appeal may take action in accordance with the voting requirements given in the operating procedures of the Executive Standards Council. The secretary of the ExSC shall promptly notify the appellant and others concerned of the Council's decision. Any action or inaction of the ExSC may be appealed to the ANSI Appeals Board.

#### **C.5 ExSC review**

The ExSC shall annually review all standards boards, standards planning panels and ExSC committees to determine the need to continue, redirect, or disband them and to review their membership and scope. As part of this review, the ExSC may require written reports, as necessary. Where appropriate, meetings may also be arranged to accomplish this review.

## **Annex D**

### **Standards advisors**

#### **D.1 General**

In standardization fields not covered by existing standards boards, ExSC committees or standards planning panels, the ExSC may appoint individuals to serve as standards advisors, each of whom would have competence in one or more technical areas of standards development, application and coordination. Standards advisors will be called on to advise ExSC, other ANSI boards or councils, and ANSI staff with regard to matters of coordination, harmonization, standards needs, etc. Advisors shall not be responsible for making

decisions in standards issues, but shall serve, rather, as information sources.

#### **D.2 Appointment of standards advisors**

Standards advisors are appointed by the ExSC on the basis of individual qualifications including experience, technical competence, impartiality, diplomatic abilities, knowledge of the voluntary consensus system, etc. Standards advisors shall be appointed for a term of three years, and shall be eligible for reappointment for three consecutive terms.



## Annex E

### The three methods of consensus development

Three methods have been accepted by ANSI to determine the existence of consensus. The three methods of consensus ensure openness and due process consistent with the ANSI procedures and are deemed to be equivalent in their final results. The general aspects of each method are described below.

#### E.1 Accredited organization method

The organization method is most often used by associations and societies that have, among other activities, an interest in developing standards. Although participation on the consensus body is open to all interested parties, members of the consensus body often participate as members in the association or society. The organization method is the only method of consensus development in which the standards developer must develop its own operating procedures. These procedures must meet the general requirements of 2.2 of the *ANSI Procedures*. By choosing to use this method, flexibility is provided, allowing the standards developer to utilize a system that accommodates its particular structure and practices.

#### E.2 Accredited standards committee method

Accredited standards committees are standing committees of directly and materially affected interests created for the purpose of developing a document and establishing consensus in support of this document for submittal to ANSI. The committee method is most often used when a standard affects a broad range of diverse interests or where multiple associations or societies with similar interests exist. The committee

serves as a forum where many different interests, without a common membership in an organization or society, can be represented. Accredited standards committees are administered by a secretariat, an organization that takes the responsibility for providing administrative oversight of the committee's activities and ensuring compliance with the pertinent operating procedures. An accredited standard committee may adopt the procedures provided in annex A of the *ANSI Procedures*, or may develop its own operating procedures consistent with the requirements of 2.2 of these procedures.

#### E.3 Accredited canvass method

The canvass method is most often used by smaller trade associations or societies that have documented current industry practices and wish to have these standards recognized nationally. Most canvass developers are responsible for less than five standards each. A standards developer using the canvass method identifies, to the extent possible, those who are directly and materially affected by the activity in question and conducts a letter ballot or "canvass" of those interests to determine consensus on a document. Additional interest in participating on a canvass is sought through an announcement in *Standards Action*. Although canvass developers provide ANSI with internal procedures used in the development of the draft American National Standard, the due process used to determine consensus begins after the draft standard has been developed. Standards developers using the canvass method must use the procedures provided in annex B of the *ANSI Procedures*.